

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

**Request for Proposal – Negotiation
Professional Services**

To:

Date: February 2, 2022

.....

RFP No. 012-T-2022 (P)

Pursuant to 31 V.I.C. 236 (i) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as GVI, Department of Property and Procurement, shall receive proposals for the work described below. Proposals shall be received no later than **Thursday, March 3, 2022, at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Scope of Services (SOS) is for qualified firms to provide Crash Test Data Entry Support for the Virgin Islands Police Department in the U.S Virgin Islands.

CONTRACT TERM:

The term of the contract under this RFP shall be for a period of one (1) year.

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the **“Factors For Discussions.”** After reviewing and rating the proposals, the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm or person so selected. The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

FACTORS FOR DISCUSSIONS

Selection criteria will include **(i)** Professional qualification, registration, and general reputation of principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; **(iii)** familiarity with the location (s) in which services will be performed; **(iv)** project approach and capability of meeting schedules; and **(v)** quality of performance on other similar projects.

Proposals will be evaluated according to the following criteria in descending order: (a) Project Approach (37 Points) (b) Qualifications (22 Points) (c) Experience (20 Points) (d) References (6 Points and (e) Cost15 Points).

The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations if conducted.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price, he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified, or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-012-T-2022 (P)- To Provide Crash Test Data Entry Support for the Virgin Islands Police Department in the U.S Virgin Islands.

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. The **price** shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Assistant Commissioner of Procurement Lisa M. Alejandro** at lisa.alejandro@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-012-T-2022 (P) To Provide Crash Test Data Entry Support for the Virgin Islands Police Department in the U.S Virgin Islands.**

The Virgin Islands Office of Highway Safety (VIOHS) is soliciting proposals from qualified firms, or groups of firms, to review, clean and enter historical crash report data into the Virgin Islands Police Department's (VIPD) newly acquired electronic traffic case management system. Technical proposals must be prepared and submitted in accordance with the requirements, format, and guidelines presented in this RFP document.

The VIOHS has problems with the quality of the Virgin Islands' historical crash data since the system used to collect, manage, and store these reports are lacking in data quality control and other modern case management system capabilities. Crash reports are initially created on paper forms then later transferred to an electronic format. Because the uploads are manual, this increases the chances of issues such as reports not being transferred to electronic format or pertinent crash information being omitted leading to incomplete/inaccurate reporting. The timeline The VIOHS is the designated agency to receive federal funds to carry out Highway Safety programs within the territory.

The VIOHS mission is to reduce fatalities, injuries and economic losses resulting from motor vehicle crashes through the administration of the Virgin Islands Highway Safety Plan. In carrying out its mission the VIOHS aims to:

- Develop and enforce data-driven regulations to promote traffic safety with efficiency.
- Harness traffic safety information systems to aid with identifying high risk areas for effective enforcement of traffic safety regulations.
- Target educational messages to motoring public of the Virgin Islands about traffic safety concerns such as impaired driving, seat belt use, speeding, commercial motor vehicle operations, etc.
- Partner with stakeholders including Federal and local agencies, the motor carrier industry, safety groups, universities, and organized labor on efforts to improve traffic safety in the Virgin Islands.
- The VIOHS aims at enhancing the quality of crash data collected, analyzed and reported by improving its accuracy, and completeness of the reports are also a critical issue since they are not electronic.

C. PROPOSE SCOPE OF WORK

A. Content

The Traffic Records Integration Plan will provide the VIOHS, an overview of the current state of the core traffic records system listed in section A. The overview will include a description of each of these systems, potential variables that may be used to link the various data systems, data access policies, and potential barriers to data integration, as well as resources and desires for integration of these data systems across the Territory. It will also identify any strengths, weaknesses, opportunities and threats associated with each of the data systems and data integration

The VIPD is in the process of acquiring and implementing a comprehensive traffic data system that allows the electronic submission of crash reports and the analysis of their crash data to improve the allocation of personnel and resources across the Territory. Thus, the VIOHS is seeking to have the historical crash data cleaned and migrating into the new system after its implementation.

This Crash Data Entry Support will involve the reviewing, cleaning and updated of all the crash reports produced during the period of 2013 to 2021. The crash reports will be reviewed and corrected for any data completeness found including omitted updates, inconsistent/missing data elements and duplicated records. Information about a specific crash report can be obtained from its narrative, photos, diagrams, and other related sources. All changes will also be documented and reported to the VIOHS.

This project also requires the cleaned historical crash data be uploaded to the database of the VIPD's newly acquired traffic data system.

Reference Materials

The VIOHS will provide the selected consultant with the following materials.

- Contact information to investigating officers, if necessary.
- VIPD's latest Crash Data Management Assessment.
- Remote access to the current and new crash databases.
- Copies of all physical crash reports.

Additional information can be requested through the VIOHS.

A. Deliverables

I. Review and Cleaning of Crash Report Forms

- The contractor will be responsible for reviewing each form that was created from 2013 to 2021, checking for data completeness, correcting omitted updates, inconsistent data, and duplicates. In addition to, adding any new information gathered from the report's narrative, diagrams, photos, etc.
- The contractor will also be required to document and submit a report outlining the updates that were made to the VIOHS for review. This report should also contain a list of performance measurements the contractor develop to measure the accuracy and completeness of the crash data.
- The VIOHS will provide the contractor with access to all the historical crash reports both electronic and physical copies. Also, the VIOHS will assist in obtaining any additionally information or contacts that is necessary for the success of this project.

II. Crash Data Entry to the New Crash Data System

- The contractor will be responsible for entering each of the cleaned crash reports into the new crash database.
- The VIPD/VIOHS will provide the contractor with access to the new database to ensure success of this task.

III. Final Report

- The Contractor is required to submit a final report compiling the results of the reviews, uploads, an overview of the updates that were made and an analysis comparing the data quality before and after the data cleaning.
- The final report must include the following language below.

DISCLAIMER

The preparation of this report has been funded by the USDOT/FMCSA/MCSAP FY2020 award. This document is disseminated under the sponsorship of the US Department of Transportation in the interest of information exchange. The Government of the Virgin Islands assumes no liability for its contents or its use thereof.

I. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A.** Consultant and their subconsultant shall not discriminate based on race, color, national origin, or sex in the award and performance of this contract.
- B.** All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment opportunity because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The Consultant must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Fair Employment Practices Act.

II. INSURANCE REQUIREMENTS

- A.** The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the VIOHS, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the Territory in the USVI or has a subsidiary located in the USVI.
- B.** Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the DPP.

D. TIMETABLE

Last Day for Written Clarification is **Friday February 18, 2022, at 12:00 noon** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** electronic copy of proposals in **PDF format**, to which are to be delivered to the Department of Property and Procurement no later than **Thursday, March 3, 2022, at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must include the **Company's Name – Solicitation Number and Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 012 – T-2022(P) – March 3, 2022.**

The First Page of each electronic submission must also include Company's Name – Solicitation Number and Due Date. The second page of each electronic submission must only contain the following words in red font: **"CONFIDENTIAL BID SUBMISSION"**

Send	To	ebids_proposals@dpp.vi.gov
	Cc	
	Bcc	
Subject ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020		

All electronic submissions must be received at ebids_proposal@dpp.vi.gov no later than the date and time listed in each advertisement. There will be no exceptions.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals, nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that GVI has accepted proposal.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Assistant Commissioner of Procurement, Lisa M.**

Alejandro at lisa.alejandro@dpp.vi.gov. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract or pay of any cost incurred in preparing and submitting proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP, and failure to comply with any requirement as outlined may disqualify the respondent.

1. Organization:
 - a. Introductory letter about the respondent:
 - i. Name, address, email, and telephone numbers.
 - ii. Type of service for which individual/firm is qualified.
 - b. Provide a list of staff available for the project (Local & Off-Territory)
 - c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
 - d. Current trade name registration certification; if applicable
 - e. Certificate of Good Standing dated July 1, 2021, or later

- f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
 - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
2. Sub-Contractors:
 - a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
 - b. Provide what percentage of work will be sub-contracted.
3. Project Experience:
 - a. Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
 - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
4. Project Approach:
 - a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
5. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
 - a. Include information about past performance on similar project from authorized representative.
 - b. Include a working telephone number; and email address to be contacted; and
 - c. Notarized.
6. Proof of Sam.Gov registration
7. **Cost Proposal *must* be submitted in a separate file.**

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent, or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the respondent, is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

M. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

1. See Attached.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.



List of Required
Docs.09.17.2018.pdf